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2 August 1951

TOP SECRET GUIDE

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CIA Regulation [] 1 April 1951, clearly describes the security procedures to be followed in the processing of TS documents. The purpose of this TS Guide is to provide Area TS Control Officers with a functional understanding of the operation of the TS document network in CIA. A brief explanation of key terms follows:

ALTERNATE

- 1) The Area TSCO may recommend the appointment of a limited number of Alternates within his office. Included in this category are operational officers who deal directly on a continuing basis with other agencies.
- 2) An Alternate is authorized to release or transmit TS documents between CIA and other agencies.
- 3) He is responsible for logging material received or dispatched in Area TS Office logs.

AREA TS CONTROL OFFICER (TSCO)

- 1) One TSCO is named by each Office and Staff. One Deputy is designated to act for the Officer in his absence.
- 2) He has over-all supervision of the TS document measures within his area; indoctrinates TS Alternates and Assistants.
- 3) He has area responsibility for the location and accountability of each and every TS document in his jurisdiction.
- 4) He is the only official authorized to deal with other Area Control Officers and with the CIA TSCO.
- 5) He forwards one copy of area and sub-station logs, weekly, to Central TSCO for inspection and control.
- 6) He instructs all personnel in the area in official TS procedure, in order that all TS materials arriving in the area, in or out of channels, may be appropriately logged.

ASSISTANT

- 1) The Area TSCO may recommend the appointment of a limited number of Assistants to provide for the security of TS documents dispatched internally to various sub-divisions of the office.
- 2) The Assistant is responsible to the Area TSCO for receiving, signing for, logging, transmitting, and locating TS documents within his jurisdiction.
- 3) He may release a document for transmittal to another Assistant within his area.
- 4) He imposes adequate safeguards to ensure the security and control of TS documents within his jurisdiction.

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5) He ensures that all persons seeing a TS document sign the "Seen By" column of the green cover sheet.

ATOMIC ENERGY COMMISSION DOCUMENTS

1) All TS documents originating with the AEC are subject to a semi-annual inventory. It is therefore essential that documents be routed through and reported by the responsible Area TSCO to the OSI sub-station immediately on receipt in CIA. (Phone ext. [] and ask for [] an [] CIA Liaison Officer to AEC.) Report the CIA TS number, AEC TS number, document date, and physical location.

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2) To be reported also are those AEC originated documents which may be received as attachments or enclosures to documents from other agencies.

3) AEC documents can be identified by the AEC TS control number which consists of three parts: a Roman numeral designating the office of origin; an Arabic numeral representing the office number; and a combination number and letter showing the copy number and series. For example, LXX-27-1A.

CLEARANCE

1) Recommendations for the appointment of Alternates and Assistants are made on a special Clearance form available to all Area TSCOs from the CIA TSCO; forms are prepared in triplicate.

2) On receipt of an endorsement from Inspection and Security Office, the CIA TSCO will relay approval to the Area TSCO.

3) A machine listing of cleared Alternates and Assistants is available to the Area TSCO on request.

CONTROL NUMBERS

1) The master set of TS Control Numbers is maintained in the Central TS Control Office. These numbers represent the official agency control used to record transactions of any TS document during its history.

2) Each area will be assigned a block of numbers by the Central TS Control Office provided the traffic of TS documents is heavy enough to warrant it.

3) Spot numbers may be obtained from the Central TS Control Office when the need arises. (Phone ext. [])

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COURIERS - See TRANSMISSION

LIBRARY INFORMATION AND LOAN

1) Information and intelligence reports which enter the Central TS Control Office are indexed in the CIA Library by subject, area, and source. Reference inquiries should be addressed to the Library Information Section, ext. []

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2) When duly authorized, TS reports are available for reading or borrowing from the Central TS Control Office, (Room 1037, M Building, ext. [])

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LOGGING

- 1) No operation is as vital to the control of TS documents as is the logging of the receipt or forwarding of them.
- 2) All office personnel should be instructed to take all TS documents (including those which arrive out of channels) which they received in the course of their operational duties to the Area TSCO immediately for processing.
- 3) In no case will a document be released beyond the limits of the office area without logging out by the Area TSCO. On approval of the Area TSCO, sub-stations may release TS documents directly to another area provided the sub-station informs the parent Area TSCO by transmitting a log record of the transaction.

REPRODUCTION REQUESTS

- 1) Reproduction of non-CIA produced documents should be cleared through OCD; extra copies may be available in the Agency or can be obtained from the originator.
- 2) Other reproduction needs should be cleared with the office of origin of the document. After authorization, Reproduction Requests should be signed by the Area TSCO or his Deputy.
- 3) When reproduction is authorized, the number of copies should be held to an absolute operational minimum.
- 4) Authorized reproductions should have a new copy number but retain the original control number.

SUB-STATIONS

- 1) Sub-stations are established by the CIA TSCO on the recommendation of the Area TSCO.
- 2) They are generally required when the volume of TS material destined for a division within an Office is very great, or—when physical separation of a division from office headquarters causes transmission delays.
- 3) Sub-stations are administratively responsible to the Office's Area TSCO; on recommendation of the Area TSCO they may receive and transmit TS documents to other area control offices.
- 4) Two copies of a Sub-station logs are forwarded to the Area TSCO on a weekly basis for inspection and control.

TRANSMISSION

- 1) **OUTSIDE CIA:** The approved method of transmittal for TS documents destined for another agency is by Top Secret Courier. Documents should be double wrapped in accordance with Security Regulations; the outer envelope should be stamped "VIA OFFICER COURIER" and TS Courier Form 35-16A should be attached. TS Couriers may be obtained by phoning ext.
 Alternate TSCOs may hand carry TS documents when required. In such case, it is not required that documents be double wrapped—but, routine logging requirements must be observed.

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When a document leaves the Agency, the TS green cover sheet should be removed and completed in full. Cover sheets should then be forwarded with the receipt or log to the Area TSCO.

2) IN CIA: TS documents should be transmitted between Area TS Control offices only. (A list of authorized areas is appended and will be corrected periodically.) If the document is destined for an individual within an area, his name should be noted on the inner envelope.

ENCL: (2) TS Roster

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